

Warren County Board of Supervisors

Committee: County Facilities (*Airport-Buildings & Grounds*)

Date: July 3, 2013

Committee Members

Present:

Supervisors Girard
Wood
Loeb
Westcott
Mason

Others Present:

Jeffery Tennyson, Superintendent of the Department of
Public Works
Frank Morehouse, Superintendent of Buildings
Kevin Geraghty, Chairman of the Board
Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
Frank Thomas, Budget Officer
Supervisors Conover
Montesi
Strainer
Taylor
Nick Caimano, Resident of Town of Queensbury
Jon Mandwelle, Resident of Town of Queensbury
Don Lehman, *The Post Star*
Nicole Livingston, Second Deputy Clerk

Mr. Girard called the meeting of the County Facilities Committee to order at 9:30 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the Agenda review under the Old Business portion, Mr. Morehouse provided an update on the Municipal Center front entrance renovations. He advised he had met with the Wellness Committee for their input, as well as input from other employees; however, he said, he was not receiving much feedback. He suggested developing two or three plans with estimated costs for the Committee to review. He noted further discussions should be held with regard to designating one entrance as a main entrance to the building. Mr. Girard recalled that Needham Risk Management had done a study concerning the entrances and wondered if that would be helpful when designing the plans. Mr. Morehouse replied the drawback was closing off entrances which he did not think was necessary at this time, noting the public could just be directed to a designated main entrance.

Jeff Tennyson, Superintendent of Public Works, referred to the New Business portion of the Agenda, and informed there had been a resignation on June 10, 2013 of one of the night cleaners who was working in a Laborer position. He stated the former employee's health insurance had been extended through the end of July. Mr. Tennyson advised an individual in a temporary position on a seasonal basis had been assisting the night cleaning crew and his intent was to fill the position with a Cleaner and not replace the temporary position, resulting in a net reduction in expense. He added the Cleaner position provided more

flexibility and had higher requirements regarding the ability to read written instructions which was important given the chemicals that were used.

Chairman Geraghty asked if there was enough staff to cover shifts when an employee was out and Mr. Tennyson replied in the negative and explained that in those situations, he and his staff had to re-prioritize and adjust on a short-term basis. He further described what tasks did not get completed and which areas were not cleaned when they were short-staffed. In response to an inquiry regarding temporary cleaners, Mr. Tennyson reported that currently they had a temporary Cleaner on staff and had extended the time frame, which normally would have ended in the spring, but due to the previous Cleaner that had been out on leave for so long, they had retained the temporary help.

Motion was made by Mrs. Wood, seconded by Mr. Westcott and carried unanimously to create the position of Cleaner #11, annual base salary of \$23,706 and to delete the position of Laborer #43, and to forward the same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Mr. Loeb entered the meeting at 9:36 a.m.

Regarding the Pending Items list, Mr. Morehouse said Item 2 which pertained to the Municipal Center front entrance, had already been discussed; however, he noted, he was not aware of the status of Item 1, the construction of a bus shelter and expanding the bus schedule or Item 3, the video boards at the Civic Center. Mr. Tennyson stated the County Attorney was addressing the issue of the video boards at the Civic Center not being visible and the City of Glens Falls was in the process of taking action to correct the matter. Relative to the bus shelter and schedule, Mr. Loeb announced the Greater Glens Falls Transit Authority was considering expanding the schedule possibly up to Warrensburg in either the summer or the fall. As far as the bus shelter, he continued, he was unaware if a decision had been reached as to whether or not an additional shelter was needed on the Municipal Center campus or who would be responsible for the construction of one. Mr. Tennyson interjected that normally the shelters were the property of the Transit Authority. Mr. Loeb advised he would follow up with the Greater Glens Falls Transit Authority and report back to the Committee.

Mr. Loeb expounded he had another issue to discuss which concerned the noise level in the hallway during Committee meetings. He added voices carried all the way from the end of the hall to the Committee Room and he requested research be performed on sound absorbing panels that could be installed to eliminate the distractions. Mr. Morehouse acknowledged the request and said he would report back to the Committee.

Mr. Tennyson remarked that Ross Dubarry, Airport Manager, was unable to attend the meeting today and he would present the Agenda on his behalf. The first item, he said, was a request to submit a grant application to the FAA (Federal Aviation Administration)/NYS DOT (New York State Department of Transportation) to purchase land and avigation easements to ultimately clear and protect the approach to Runway 30, for a total amount not to exceed \$1,111,000. He pointed out the project would be 90% FAA funded, 5% State funded and the 5% Local Share in the amount of \$55,550 would be transferred from Capital Project No. H325.9550 280 Avigation Easement-Runway 30.

Motion was made by Mrs. Wood, seconded by Mr. Loeb and carried by majority vote, with Mr. Westcott abstaining, to approve the request to submit the grant application as outlined above, and the necessary resolution was authorized for the July 19, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Tennyson presented a request to submit a grant application to the FAA/NYS DOT to remove approximately 70 acres of trees in the approach to Runway 1, install 3 obstruction light towers and landscape a vegetative buffer along Queensbury Avenue, for a total amount not to exceed \$1,150,000. The source of funding, he continued, would be 90% FAA, 5% State and 5% Local Share in the amount of \$57,500 which would be transferred from Capital Project No. H335.9550 280 Runway 1 Obstruction Removal. He added the bid tabulation sheet was included in the Agenda packet for review. In response to an inquiry, Mr. Tennyson explained some of the obstruction removal was required for the current runway and also for the extension of the runway.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried by majority vote, with Mr. Westcott voting in opposition, to approve the request to submit the grant application as outlined above, and the necessary resolution was authorized for the July 19, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Tennyson apprised the next item was a request to establish a parking rate for the Premium Parking Pass for the 2013 Adirondack Hot Air Balloon Festival. He reminded the Committee that they had implemented the Premium Parking Pass last year to defray some of the salary and overtime costs incurred by the DPW for personnel who worked during the event and they had sold approximately 300 hundred tickets. He further stated that last year they charged \$15 per pass for both advanced sales and the week of the event sales. Following discussions with the Airport Manager and his administrative staff, Mr. Tennyson advised they would like to provide an advanced sale rate to encourage early purchases to eliminate the confusion the week of the Festival. He added they would also like to request the assistance of local municipalities with the sales through their town offices and other not-for-profit organizations. He pointed out the passes would be available in the Treasurer's Office and on eBay again this year. He recommended a rate of \$15 for advanced sales and \$20 for passes sold during the week of the event. Discussion ensued relative to parking capacity, available handicapped spaces and the amount of tickets printed. Mr. Tennyson expressed his confidence that more tickets could be sold this year than last year.

Following discussions, motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to approve the request to establish the Premium Parking Pass rate for the 2013 Adirondack Hot Air Balloon Festival at \$15 for advanced sales and \$20 for passes purchased the week of the event. The necessary resolution was authorized for the July 19, 2013 Board meeting, and a copy of the resolution request form is on file with the minutes.

Mr. Girard stated Mr. Montesi had requested permission to address the Committee. Mr. Montesi recognized that this was an election year and he mentioned that many of his constituents had requested an evening meeting to discuss the Airport operations. He announced an evening meeting was being scheduled for Monday, July 8, 2013 at 7:00 p.m. at the Crandall Library and he believed it would be a well attended meeting. Mr. Girard clarified that this would be a County Facilities Committee meeting and a motion should be made to approve such. Mr. Westcott requested additional time to get prepared for this

meeting and to reconsider the date, noting he regretfully would not be able to attend on Monday due to a scheduling conflict.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to approve the request for a County Facilities meeting to be held on Monday, July 8, 2013 at 7:00 p.m. at the Crandall Library.

Privilege of the floor was extended to Jon Mandwelle, resident of the Town of Queensbury. Mr. Mandwelle questioned if this met the time requirements for notification of a County meeting and Mr. Dusek replied affirmatively, explaining the Rules of the Board required Board members receive two days notice for a County meeting and under the Freedom of Information Law, the press must notified as soon as a meeting was scheduled.

Referring to the parking at the Balloon Festival, Mr. Thomas questioned if the revenues generated last year covered the expenses. Mr. Tennyson responded the expenses exceeded the revenues slightly; however, he said, for the first year of implementing such a procedure, they were very pleased with the outcome. He noted the total contribution from the Balloon Festival through the donations was almost \$13,000; the parking revenue totaled approximately \$4,500; and the total labor expense was about \$19,000. In response to an inquiry, Mr. Tennyson advised the agreement with the Balloon Festival Committee regarding the donations collected would be similar to last year, which was any donations collected on the air-side parking or at the pedestrian entrance would be transferred to the County. He recalled they had discussed mandatory paid parking last year, but the non-mandatory donations and Premium Parking Passes had been very successful. Mr. Girard added that the organizers of the Balloon Festival had prided themselves on the fact that this had always been a free event and the County's intent was to generate enough revenue to cover its' expenses through donations and Premium Parking Passes. Mr. Tennyson mentioned the volunteers last year also helped reduce costs to the County and contributed to the overall success of the event. He recognized the members of the County Attorney's Office; the Commissioner of the Department of Social Services; members of the Tourism Department; and multiple Supervisors and their family members who all volunteered their time which offset the costs of what would have been paid DPW employees.

Mr. Loeb referred back to the scheduled evening meeting and expressed his concern that the focus of the meeting would be about not providing enough time and notice to the public to prepare for it rather than the issues that need to be discussed. He opined the meeting should be rescheduled for a later date. Mrs. Wood advised there had been many requests for this night meeting and the time requirements were being met; therefore, she suggested the date remain as scheduled. Mr. Mason agreed with Mr. Loeb in that the topic of the meeting would be about the scheduling of the meeting and that would distract from the real issues at hand. Mr. Girard acknowledged that Mr. Montesi had requested that the meeting be scheduled as soon as possible, given the public's desire to comment and discuss the Airport operations. He recommended moving forward with the scheduled meeting and if necessary, another night meeting could be held at a later date.

Mr. Mason requested to bring another matter to the Committee's attention. He expounded that he had suggested in the past, and wished to continue, discussions regarding forming an advisory committee for the Airport. He remarked that the County Attorney had assisted him in drafting a proposal and he distributed copies to the Committee members, a copy of

which is on file with the minutes. Mr. Mason explained that the committee would be advisory in nature with no power delegated to it from the County Facilities Committee. He added the County Facilities Committee and the Board of Supervisors would retain all decision-making authority. Mr. Mason noted the term of the advisory committee would be temporary and assembled for an eighteen month period. He pointed out that he made every effort to include representatives from a diverse group of citizens. He opined this advisory committee was important in order for the Board of Supervisors to appropriately balance conflicting goals from various groups of citizens. Mr. Girard advised the Committee would review the proposal and discuss it at the next Committee meeting.

Privilege of the floor was extended to Nick Caimano, resident of the Town of Queensbury. Mr. Caimano expressed his opinion that creating an advisory committee would not benefit the Board of Supervisors because the advisory committee could present a decision which the Supervisors may or may not agree with. He stated if the Supervisors did not agree with what the advisory committee presented, then there would be an entire group that felt alienated by the Board of Supervisors.

Mr. Westcott referred to a letter that he had received from a prominent member of the community, which had been forwarded to all of the members of Board. He noted that he had responded to the letter and wondered if any other Supervisors or the Chairman had responded, as well. Chairman Geraghty informed he had responded to the letter and thanked the individual for his input.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Mason and seconded by Mr. Loeb, Mr. Girard adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk